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COACHING

BACK-TO-SCHOOL RESET GUIDE

Realign. Refocus. Reinvent.

PLAN | FOCUS | THRIVE

A printable reflection + planning
workbook for educators, leaders, and
professionals ready to begin the season
with clarity, confidence, and purpose.

*Clarity today. Confidence tomorrow.
The future is yours.*



Welcome to Your Reset



A new school year is more than a date on the calendar. It is an invitation to choose how you want to enter the next season.

You do not need to become a completely different person before the year begins. This reset is about getting intentional: deciding what you want to bring forward, what you are ready to release, what deserves your energy, and what kind of support will help you thrive.

Use this guide slowly. Write honestly. There are no perfect answers. Your goal is not to create a flawless plan - it is to create a plan that actually supports the life and work you want.

Before you begin...

- ☐ Give yourself permission to be honest.
- ☐ Focus on progress, not perfection.
- ☐ Choose priorities that fit this season.
- ☐ Remember that your personal well-being matters, too.

You don't just go back - you level up.

What would make this reset meaningful for you?



1. Look Back Before You Move Forward

Reflection helps you keep the lessons without carrying every burden into the new season.

☐ What worked well for me last school year?

☐ What drained my energy?

☐ What am I most proud of?

☐ What did I tolerate that I do not want to repeat?

☐ Where did I feel most confident or effective?

☐ What lesson am I carrying forward?

☐ What am I officially giving myself permission to leave behind?

I can appreciate where I've been without carrying everything with me.

2. Your Life + Leadership Check-In

Rate each area from 1 (needs attention) to 10 (feels strong right now).

AREA	1-10	WHAT WOULD +1 LOOK LIKE?
Career / Professional Growth		
Energy		
Confidence		
Organization		
Boundaries		
Relationships		
Personal Time		
Purpose / Fulfillment		

The area that needs my attention most right now is:

If this area improved by just 20%, what would change?

3. My Back-to-School Vision

Before you build the schedule, decide how you want the season to feel.

☐ I want to FEEL...

☐ I want to BE...

☐ I want to DO...

☐ I want to STOP...

☐ I want to START...

☐ I want to CONTINUE...

**MY WORD
FOR THIS SEASON**



4. Personal + Professional Goals

Not everything can be a priority. Choose goals that matter enough to receive your time and energy.

PERSONAL	PROFESSIONAL
Goal 1: Why it matters: First step:	Goal 1: Why it matters: First step:
Goal 2: Why it matters: First step:	Goal 2: Why it matters: First step:
Goal 3: Why it matters: First step:	Goal 3: Why it matters: First step:

My THREE true priorities for the next 90 days:

1.
2.
3.

5. Protect Your Peace

Boundaries create room for what matters most.

☐ I need to say NO more often to...

☐ I need to say YES more often to...

☐ Something I am no longer available for...

☐ One boundary I need at work...

☐ One boundary I need personally...

☐ One conversation I have been avoiding...

A boundary is not about controlling someone else's behavior. It is deciding what you will do to protect what matters to you.



6. Systems That Support Me

Motivation changes. Helpful systems make your priorities easier to protect.

I WANT TO...	THE SYSTEM I WILL CREATE
Feel less rushed	
Stay organized	
Protect personal time	
Manage email / tasks	
Take care of myself	
Make progress toward my goals	

One thing I can automate:

One thing I can delegate:

One thing I can eliminate:

One thing I can simplify:



8. When Things Get Overwhelming

Create your reset plan before you need it.

When I am overwhelmed, I tend to...

My warning signs are...

Things that actually help me reset...

People I can reach out to...

What can wait...

What truly needs my attention...

R	RECOGNIZE	What am I feeling?
E	EVALUATE	What actually needs attention?
S	SIMPLIFY	What is the next smallest step?
E	ESTABLISH	What boundary or support do I need?
T	TAKE ACTION	What is one intentional action I can take now?

9. My 30-Day Reset Plan

Turn reflection into action.

I will START...

I will STOP...

I will CONTINUE...

I will PROTECT...

I will PRIORITIZE...

I will CELEBRATE...

My Three Commitments

1.

2.

3.

The smallest action I can take in the next 24 hours is:

Dear Me,

You do not have to have it all figured out. You just need the courage to take the next intentional step.



11. My Personalized Action Plan

Use this page during or after your Back-to-School Reset coaching session.

The biggest insight from my reset:

My #1 priority:

The action I will take first:

The support or accountability I need:

What I will do when I get off track:

My next check-in date:

I am choosing clarity over chaos, intention over autopilot, and progress over perfection.

YOU'RE READY.

Realign. Refocus. Reinvent.

Keep this guide somewhere you can return to it. Your reset is not a one-time event
- it is a practice of checking in, choosing intentionally, and giving yourself
permission to adjust.

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CLARITY TODAY. CONFIDENCE TOMORROW. THE FUTURE IS YOURS.

Your Next Steps

You have done the reflection. Now turn your reset into intentional action.

1

REVIEW

Look back through your reflections and goals.

2

CHOOSE

Choose your top priority and focus there first.

3

ACT

Take one small action today. Momentum starts now.

4

PROTECT

Guard your time, energy, and boundaries.

5

CHECK IN

Revisit this guide and adjust as needed.

You are not perfect, and that is perfectly okay. What matters most is that you keep showing up for yourself.

I commit to taking this next intentional step:



READY FOR MORE SUPPORT?

Your reset is the first step. Let's take it further - together.

You've taken the time to reflect, realign, and refocus - now let's turn insight into action. Choose the level of support that fits your season.

\$47

MINI RESET

30-MINUTE PRIVATE COACHING SESSION

- Everything in the Reset Guide
- 30-minute 1:1 coaching session
- Personalized guidance
- Clarity on your top priorities
- Action steps you can implement now

\$99

VIP RESET

60-MINUTE DEEP-DIVE COACHING SESSION

- Everything in the Reset Guide
- 60-minute 1:1 deep-dive coaching session
- Personalized Reset Plan
- Accountability + ongoing support
- Priority support

YOUR RESET. YOUR WAY. YOUR TIME.

Choose the level of support that fits your season and your goals.

LET'S WORK TOGETHER!

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Every reset is proof that you are choosing you.
Your next season is not about perfection,
it is about intention.

”

<3 - Joanne